

Town of Ulysses Comprehensive Plan Steering Committee (CPSC)

Rules and Procedures for Meetings

Adopted (XX.XX.XXXX)

PURPOSE

The role of the CPSC is to guide the public engagement and planning process in the development of the Town's 2024 Comprehensive Plan update that can be embraced both politically and by the constituency within the Town of Ulysses. The CPSC will provide guidance and leadership, oversee the planning process, and act as the point of contact for all stakeholders and various interest groups in the Town. The makeup of this committee was selected to provide the best possible cross section of views to enhance the planning effort and to help build support for the plan's adoption by the Town Board.

LEADERSHIP

The Town Board appointed Ann DiPetta to be the chairperson. The role of a chair is to: 1) lead meetings so that agendas are followed and meetings adjourn on-time, 2) allow all members to be heard during discussions, 3) moderate discussions between members with differing points of view, and 4) be a sounding board for staff in the preparation of agendas and how to best involve the Committee in work plan tasks. [XX], was selected as vice chairperson to take the chair's role when the chair is not available. The Committee chose to adopt a rule that requires either the chair or the vice chair to be present at any given meeting.

ATTENDANCE

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If a Committee member cannot attend, they should inform the planning team before the meeting is conducted. If a member misses a total of two consecutive, or three cumulative meetings without an explanation, the chairperson will contact the member to determine their interest in continued support of this process. The chairperson will also contact the Town Board liaison to determine the member's continued participation, the resulting action following such an inquiry will be at the discretion of the chair.

QUORUM

A minimum attendance at each meeting often is needed to ensure that the different viewpoints of Committee members are adequately represented. A quorum for this committee will be 50 percent of the committee membership plus one member in attendance. This quorum can be met in-person or via videoconference.

DECISION-MAKING & RECOMMENDATIONS

As the Committee provides advice and guidance on the Plan, it will reach its recommendations through 1) consensus, or 2) voting. Consensus is defined as a recommendation that may not be ideal for each Committee member, but every member can live with it (using the consensus continuum as a gage). Voting is defined as “majority rules.” [The Committee decided that consensus will be their preferred method of decision making.] However, if consensus cannot be reached on a given issue, then voting will be used to reach a ruling. In the event of a tie, the Chairperson will make the final decision. In any case, minority dissent will be recorded as requested in the meeting minutes and the Committee may choose to note such opinions in their final recommendations. Only seated Committee members that are attending the meeting will have a vote. Members of the public and other town staff will not have a vote. The Committee's recommendations will be recorded in the meeting minutes and reflected in the draft plan as appropriate.

SPOKESPERSON

Ideally the Committee will present a united recommendation after considering the different viewpoints of its members, recognizing that each member might have made a somewhat different recommendation as an individual. To consistently represent the Committee's united recommendations to the Town Board, the public, and the media; the Committee spokesperson will be [XX].

In addition, each member should have a responsibility to represent the Committee's recommendation when speaking on Plan-related issues as a Committee member. Any differing personal or organizational viewpoints should be clearly distinguished from the Committee's work. Finally, Committee members may assist in the presentation of the draft plan to the Town Board as well as during public meetings or presentations.

STAFFING

The Planning Team for this project includes Town staff along with contract consultant assistance provided by [XX]. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, draft meeting minutes, and generally seek to facilitate the Committee's activities.

PUBLIC INVOLVEMENT

As they conduct Committee work, members will seek to keep the public and the groups to which they are affiliated informed about the Plan. All CPSC meetings will be open to the public. Members of the public wishing to address the CPSC must sign in prior to the meeting and identify their name, address and whom they represent. All CPSC meeting agendas will be posted on the website a minimum of one week prior to each CPSC meeting. Public comments may be taken at the beginning of each meeting. Each member of the public wishing to address the CPSC will be given a single allotment of three minutes to address the Committee, with a total aggregated time not to exceed 15 minutes. Speaking time cannot be transferred to another speaker. The number of speakers allowed to address the Committee will be at the discretion of

the chair. All public comments received will be reflected in the meeting minutes.

COURTESY & MEETING DECORUM

The CPSC shall follow Robert Rules of Order in their deliberations. Committee members shall treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions. Committee members shall treat the public, staff, and consultants with respect. The public, in speaking to the Committee, should address the whole Committee instead of individual Committee members, and shall treat the Committee with respect. Disruptive behavior will not be allowed during Committee meetings. Such behavior shall include name calling, swearing, defaming, shouting, or other similar behaviors found offensive by the Chair. Any member of the Committee may call the attention of the Chair to a violation of the rules, by calling out “point of order”. In the event of disruptive behavior, one warning shall be given by the Chair. After one warning, the person being disruptive shall be asked to leave. At any time the Chair may address the public on matters having to do with process and decorum. This shall be done promptly when there is a breach and there shall be no exceptions. A statement on appropriate decorum for CPSC meetings shall be included at the bottom/back of the agenda.

MEETINGS

Meetings generally will be conducted on the [XX DAY] of each month from [X:XX] PM to [X:XX] PM at:

Town Hall
10 Elm Street
Trumansburg, NY

Meeting locations can be changed as needed. All changes in venue will be posted on the Town’s website no later than 1 week prior to the scheduled meeting. Meeting dates are subject to change based upon Committee direction.

Town of Ulysses Comprehensive Plan Steering Committee		
Name	Title	Contact
Ann DiPetta	Committee Chair	
	Committee Vice Chair	
Diane Cohen	Member	
Mo Klein	Member	
Roxanne Marino	Member	
Katelin Olson	Member	
Rebecca Schneider	Member	
Elizabeth Weatherby	Member	